

# GYM OPERATIONS

## INTERNSHIP POSITION CONTRACT

### WHY

Back in 1993, when Torey & Sharon Hirsch built Greater Buffalo Gymnastics, they didn't start out with a set of Founding Values. They just lived and worked by principles they felt were right. And today, through an evolutionary process over the years, those values have been formally adapted into the foundation of our everyday business.

We are here to leave a lifelong positive lasting impression of a time where children and young adults spend their youthful years growing, learning, finding their path, and feeling prepared to go out into the world, defining what success means to them and make it their own.

#### OUR WHY:

- We exist in order to provide an environment rich with opportunities for children and young adults to grow, develop and achieve individual success.
- We challenge ourselves and our athletes to continuously learn and improve personal values and interpersonal skills through our comprehensive programs.

#### OUR HOW:

- We strive to create excitement and enthusiasm as children learn new skills, achieve milestones, and reach goals.
- We encourage making new friends, stepping outside of comfort zones, working together and embracing the differences in each other.

#### OUR WHAT:

- We support and continue cultivating exceptional staff and personnel.
- We foster creativity, FUN, teamwork, diversity, integrity and friendly competition through positive encouragement and motivation.
- We continue to innovate and lead in our field by providing cutting edge equipment and the safest teaching practices in state-of-the-art facilities.
- We acknowledge the individuality of learning styles and accommodate all types by providing appropriate teaching methods.

### HOW

#### Overview:

Greater Buffalo's Internship program offers the opportunity for an introduction to our staff development program. You will learn how to work with and develop our young athletes and be open to learning all about the coaching aspect of the sport of gymnastics. This includes, but is not limited to, learning the names of skills, safe spotting, progressions, proper technique, class structure and organization, adjusting to individual learning styles, and providing an enthusiastic environment that fosters learning.

"BE" the energy, the motivation, inspiration, reason, purpose, and why for each and every one of our students to be excited, involved, highly participative, and highly interactive in every moment of *your* class.

**Objectives:**

For the intern - To give our gymnasts an opportunity to explore the possibility of becoming an instructor or coach at Greater Buffalo Gymnastics. This will open the door to a world of possibilities that gives them the chance to be hands on with the children and allow them to share their knowledge, experience, and love for the sport with the students in our program

For the gym- To allow us to develop top quality teachers and coaches within our program who share the same goals, ideals, and standards that we do. To give us a chance to have our staff at the level it is capable of being at as far as knowledge, commitment, dedication, and focus so we may continue developing a top tier program. Some of our best future teachers will be some of our current gymnasts. Building our staff from within is important to maintain our how, why, and what.

**Basic Duties:**

1. Assist your mentor during the warm-up period. This includes circulating and/or leading warm-ups.
2. Learn how to properly rotate throughout the facility by use of the rotation sheets and weekly schedules.
3. Learn how to make safety your number #1 priority by working our safety policies and procedures into your everyday instruction.
4. Become familiar with our charts and charting system.
5. Assist in maintaining a clean and safe workspace.
6. Know basic First Aid.

**Length of the program:**

The time required to complete the program is a minimum of 45 hours of coaching time. Program opportunities are available October to December *or* February to April. 45-hour commitment would need to be met in that time period.

**Responsibilities:**

1. Assist in providing a safe and exciting learning environment so that every child has the opportunity to feel like a champion.
2. Show a continued interest and desire to want to learn more by accepting constructive criticism and asking questions to further your knowledge.
3. Suggestions for continuous improvement are always welcome and encouraged.
4. Adhere to the policies and guidelines set in our Staff Playbook.

**USAG**

**Requirements:**

None required until Tier 2 – Class Instructor

**WHAT**

**Qualifications:**

Must be 14 years of age. Must be a member of the program at Greater Buffalo for a minimum of 2 years and a member in good standing. This includes but is not limited to: adheres to the rules & policies of the facility handbooks, is a good team/classmate, has respect for team/classmates,

staff and parents, is a full participant in the program. Interns will frequently move/position athletes weighing a minimum of 30 pounds.

**Employment**

**Category:** Non-Paid Internship.

**Benefits & Perks:** Not Applicable until Tier 1 - Coach in Training

**Compensation \$:** Not Applicable until Tier .05 - Assistant

**Who do you report to?** Your Class Mentor Instructor(s)  
Recreational Program Director

**Measurements, Performance Reviews and Evaluation:**

For every 15 hours completed, your mentor/leader will meet with you for a verbal evaluation. Your mentor/leader monitors your progress and keeps track of events and skills in which you are meeting and/or exceeding expectations, as well as those that need additional work.

The following metrics, and others, will be used in evaluating your performance. Appropriate targets and stretch goals will be set with your direct supervisor. The evaluation will include discussing how the Intern is meeting the set criteria above, that progress is being demonstrated, should the Intern continue onto the next 15 hours, and any changes recommended.

- Final Program Evaluation- would recommend one of the following: 1) Hiring this person as an assistant, 2) Extending the time period for a given number of hours or 3) Discontinuing the program with individual
- Successful completion includes but is not limited to fulfilling the time requirements, being reliable, and demonstrating commitment, and dedication to the objective.
- He or she has shown enthusiasm, engagement with students and staff, and is able to provide positive reinforcement and constructive corrections appropriate to the level being instructed.
- Success is being recommended to continue on to Assistant.
- On successful completion of the program, a certificate of completion will be presented and acknowledgement given to gymnasts, staff, and clients.

**Next Level Advancement:**

Your Next Promotion, if offered, is a paid position Tier .5 - Assistant

Based on: Demonstrating proficiency in skills, safe progression, spotting explanations, showing a desire and drive to want to advance and achieve and taking advantage of opportunities to advance your knowledge and experience.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_